



# MLDS CENTER

Maryland Longitudinal Data System

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## MEMORANDUM

**TO:** MLDS Governing Board  
**FROM:** Ross Goldstein  
**DATE:** May 21, 2018  
**SUBJECT:** MLDS Center FY 19 Budget

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### Purpose

The Governing Board is responsible for approving the Center's annual budget (see Ed. Art. § 24-704(g)(4), Annotated Code of Maryland). This agenda item will provide the Governing Board with the FY 19 budget for review and the Center's planned expenditures.

### Background

The budget development process starts over a year prior to the start of the fiscal year. The Department of Budget and Management (DBM) develops budget instructions and a maximum agency request amount (target). The agencies compile and submit the proposed budget to DBM, which reviews the budget and makes any necessary cuts or adjustments. Once the Governor's budget is finalized, it is submitted to the General Assembly. The amounts in the Governor's budget may be altered by legislative action to reduce or restrict particular appropriations. The legislature may not add to the budget or move money from one program to another. Agencies have the ability to move funds to different objects within its budget. The budget under review is the FY 19 budget approved by the General Assembly during the recently concluded legislative session.

### Summary of Budget

The vast majority (72%) of the Center's funds are used for staff salaries. The remaining 28% funds the Research Branch and pays for various information technology needs (database services, auditing services, software licenses, equipment procurement and maintenance).

The FY 19 budget target was reduced by 4% from FY 18. This represents an \$83,000 reduction. Most of the reduction is from Sub Object 08, which funds contracts, including the MOU with the School of Social Work and the Oracle Technical Services Contract.

The impact of this reduction can be mitigated through the use of federal funds from the SLDS grant. For example, in FY 18 the Center was able to greatly offset the cost of the Oracle Technical Services contract with federal funds, freeing General Funds for other purposes. The Center plans to do the same in FY 19. Chart 1 below is an object breakout and Chart 2 contains a subobject breakout for non-salary objects.

### Action

I request the Governing Board's review and approval of the MLDS Center FY 19 Budget.

Chart 1 - Object Breakdown

Object	Title	FY 2017 - Actual	FY 2018 - Appropriation	FY 2019 - Allowance
<b>General Funds</b>				
<b>Obj 01</b>	Salaries, Wages and Fringe Benefits	1,408,078	1,358,120	1,441,728
<b>Obj 02</b>	Technical and Special Fees	3,568	0	900
<b>Obj 03</b>	Communications	(1)	937	-
<b>Obj 04</b>	Travel	3,190	3,250	4,000
<b>Obj 07</b>	Motor Vehicle Operation and Maintenance	8,964	10,060	14,450
<b>Obj 08</b>	Contractual Services	635,874	687,903	518,446
<b>Obj 09</b>	Supplies and Materials	4,207	9,100	4,500
<b>Obj 10</b>	Equipment - Replacement	18,172	2,500	5,452
<b>Obj 11</b>	Equipment -Additional	2,110	5,000	5,000
<b>Obj 13</b>	Fixed Charges	135	795	575
<b>Obj 14</b>	Land and Structures	360	-	-
	<b>Subtotal</b>	<b>2,084,657</b>	<b>2,077,665</b>	<b>1,995,051</b>
<b>Federal Funds</b>				
<b>Obj 08</b>	Contractual Services	576,189	786,789	2,500,000
	<b>Subtotal</b>	<b>576,189</b>	<b>786,789</b>	<b>2,500,000</b>
<b>All Funds</b>				
	<b>Total</b>	<b>2,084,657</b>	<b>2,077,665</b>	<b>4,495,051</b>

*Chart 2 - General Fund - Non-Salary Subobject Breakdown*

<b>Sub Object</b>	<b>Title</b>	<b>Planned Expenditure</b>	<b>Explanation</b>
0292	Workshop and Conferences	0	
0311	Postage	100	
0397	Paycheck Distribution	0	
0401	In State/Routine Operations	0	
0402	In State Conferences/Seminars/Training	1,000	
0404	Out-of-State Conferences...	0	
0705	Garage Rent	16,000	Parking for employees
0801	Advertising and Legal Publication	0	
0804	Printing/Reproduction	1,000	
0808	Equipment Rental	2,500	Xerox Copiers - Rental x2
0809	Equipment Repair	500	
0812	Bldg Repair	0	
0817	Legal Services	2,000	Cost for legal services and filing of Visa documents
0821	Management Studies/Consultants	154,474	Oracle Technical Advisor
0823	Security Services	0	
0834	Printing - Outside MSEB	0	
0858	Software License	0	
0862	Application Software (Maintenance)	60,000	Software License Maintenance Fees (see list below)*
0865	Outside Services Sys Analysis and Design	110,000	Reimbursement to MHEC for Liaison Position
0872	Outside Services - Consulting Services	0	

Sub Object	Title	Planned Expenditure	Explanation
0875	Retirement Administrative Fee	1,896	
0892	Data Processing Academic Research	350,000	Funding for UMB, SSW to provide Research Branch Services
0902	Office Supplies	3,000	
0915	Library Supplies	500	
0998	Data Processing - Other Materials	0	
0999	Other Supplies and Materials	0	
1034	Data Processing Equipment - Workstations	0	Equipment purchased in FY 18
1036	Data Processing Peripherals	1,000	Cables, RAM, etc.
1115	Office Equipment	0	
1133	Data Processing Equipment - Microcomputer	0	
1302	Insurance Coverage	425	
1304	Subscriptions	0	
1308	Licenses	150	
	<b>Total</b>	<b>\$704,545</b>	GF - \$553,323 FF - \$151,222

\*Application Software

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|---------------------------------|-----------------------------|
| 1. Oracle - \$25,000            | 8. Syncplicity - \$4,000    |
| 2. GoAnywhere (MFT) - \$1,400   | 9. GoDaddy Licenses - \$100 |
| 3. JIRA - \$750                 | 10. Goto Meeting - \$500    |
| 4. Symantec - \$2,695           | 11. Altaro - \$550          |
| 5. Adobe - \$497                | 12. AWS - \$5,000           |
| 6. VMWare - \$15,000            | 13. Gmail - \$1,500         |
| 7. Reporting Software - \$1,000 |                             |